1.2   Auditor User ID and UII Registration

If you are an auditor and already have a multifamily ID number, to gain access to LASS, you must convert your multifamily ID number. Continue through the registration process noted below. Once you submit your application your ID will be converted. You will use your same id number to log in to LASS.

1.2.1 Independent Public Accountant (IPA) Registration

Unlike the lender, auditors *DO NOT* access FHA Connection to register for a User ID. All auditors must access Secure Systems to begin the setup process for LASS.

Step 1: Access Secure Systems by navigating to the following website: http://www.hud.gov/offices/reac/online/online_registration.cfm

Step 2: From the main menu, select 'Independent User' from the list. (See Below)

Step 3: Fill out the registration form in its entirety and hit 'Send Application' at the bottom. The User ID (starting with 'I') will be sent to the auditor via email within 24 hours. The password will not be included in the package so ensure the applicant remembers it from the application form.

*Note: The auditor **IS NOT** registered for a **Unique IPA Identifier (UII)** at this time. To apply for a UII number, reference UII Registration in the next section.*

1.2.2 Unique IPA Identifier- UII Registration

Only *one* UII number is generated per auditing firm. If the auditor already has a UII number, there is no need to apply for another.

Step 1: Once the applicant has received the User ID via email, he must contact the Application Coordinator at his client's office and give the Application Coordinator the User ID that was emailed to him.

Step 2: The Lender will use the ID to assign the auditor the role of IPA. This role allows the auditor to attests to the lender's financial report.

Note: The auditor *will not have the access to apply for the UII number until the lender assigns the IPA role. Please see the definitions of role codes in Section 1.3 of this Manual.*

Step 3: After the Application Coordinator has assigned the auditor the 'IPA' role; the auditor must login to Secure Systems (<u>http://www.hud.gov/offices/reac/online/reasyst.cfm</u>) using the User ID and password received above.
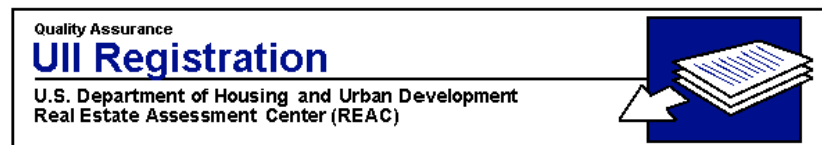

Step 4: From the Main Menu, click on the Unique IPA Identifier (UII) Registration link. (See below)
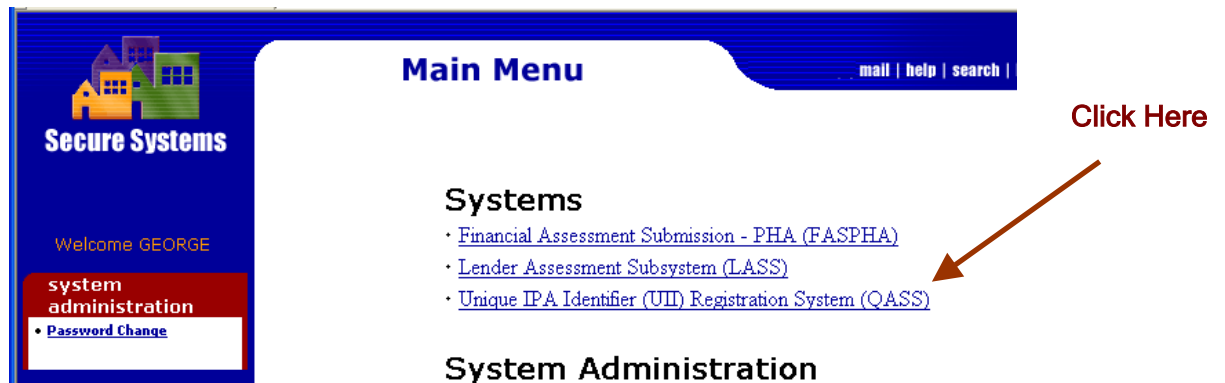
Step 5: Re-enter your user ID and password at the login screen and click 'OK'. (This will be the same user ID and password the user entered in Step 3 above.)
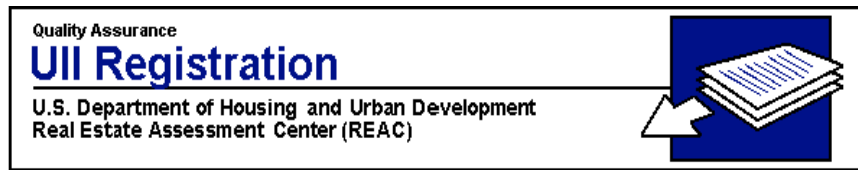
Step 6: Click on the 'Create New Profile' link.

Step 7: Click on 'Independent Public Accounting Office'. (See below)

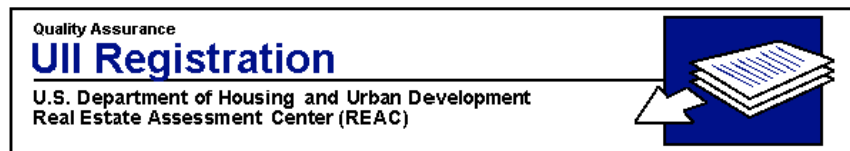**Step 8:** Enter the EIN and zip code of the IPA firm and click 'Go'.

Step 9: Fill out the UII Application form completely and hit 'Go'. (See below)

Step 10: After the application processes (should take only a few seconds) a 5-digit number is generated. This number is the UII number.

Step 11: The UII number must be given to whoever is filling out the financial submission within LASS. There is one line item within the submission that requires the UII number.